



SORRT

NETWORK

CALENDAR

APRIL 26, 2008

Earth Day Celebration

11:00 am to 3:00 pm
850 Hungerford Drive
Rockville, MD 20850

APRIL 27, 2008

Arbor Day

12:00 pm to 4:00 pm
Agricultural History Farm Park
18400 Muncaster Road
Derwood, MD 20855

MAY 19-23, 2008

Recycling Awareness Week

Recognition of schools, businesses,
and organizations that meet and
exceed the County's recycling
requirements

MAY 31, 2008

**Gaithersburg Library Family
Environmental Fair**

12:00 pm to 4:00 pm
18330 Montgomery Village Avenue
Gaithersburg, MD 20879



Business
Recycling:
It's the
Law.



Is Your Recycling Program Ready for the Summer?

Establishing Recycling Programs for Outdoor Areas

Now that the weather is warming up and the days are getting longer, summer will soon be here, so it's time to get your outdoor areas in compliance with Montgomery County's recycling regulations. Although the Montgomery County Division of Solid Waste Services (DSWS) provides on-site technical assistance and education, businesses in Montgomery County, including those with outdoor areas, must contract for recycling collection services or self-haul their recyclable materials to a recycling center. By setting up a comprehensive recycling program, not only will your business be in compliance with the recycling regulations, but it will also show your employees and customers that you care about the environment.



Clearly marked recycling containers should be placed next to a trash container.

To establish a successful recycling program follow these simple steps:

- 1. Select a point person or recycling coordinator** to oversee the implementation of the recycling program. This individual should be responsible for designing the collection program, selecting a collector or arranging in-house transportation of materials, facilitating education and outreach, and tracking progress. In addition, this person should be available to address questions and concerns from venue managers, concessionaires, staff, volunteers, and the public.
- 2. Determine which materials are going to be recycled.** Conduct a waste assessment to identify what is and how much of each material is generated on site. Types of recyclables generated through use of outdoor areas are predominantly plastic bottles, aluminum cans, glass bottles and jars, bi-metal steel and tin cans and cardboard in addition to the other required recyclable materials such as mixed paper, yard trim (grass, leaves, brush, and garden trimmings) and scrap metal.

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Visit Our
Web Site

www.montgomerycountymd.gov/recycling

- 3. Choose a collection company.** The first step in transporting recyclables from your location to a recycling facility is to decide if you will contract for collection services or self-haul recyclable materials using in-house staff. If your organization chooses to contract with a recycling collection company ask your current refuse/trash collection company if they also provide recycling collection services. Economically, this may be your best option. If your waste collection company does not provide recycling services you can get a list of local recycling companies from your phone book or by contacting the DSWS at 240-777-6400 or visiting www.montgomerycountymd.gov/recycling.

Some important questions to ask a potential recycling collection company include:

- What materials do you collect for recycling?
- Do you pay for recyclable materials? How do you calculate their value?
- Do you offer both trash and recycling collection services?
- Will there be a lower price for recycling collection if we use your refuse collection services?
- Do you provide central collection containers? What size containers and how many will you provide?
- What is the collection schedule? Do you offer on-call collection service?
- Is there a minimum or maximum amount that you will pick up?
- What is the allowable amount of contamination?

 Please note that if your organization decides to self-haul recyclable materials to a private recycling facility or to the Montgomery County Solid Waste Transfer Station/Recycling Center, you must document the amount of materials that you are collecting for recycling.

- 4. Set up your recycling program.** Recycling containers or bins should be placed where they are most convenient for use and close to wherever recyclable materials are generated (i.e. near picnic areas and concession stands). Your waste assessment should help identify these locations. Also, by law, recycling containers must be placed next to every trash can and by vending machines that dispense products in recyclable packaging. Make sure that it's just as easy for your patrons to recycle as it is to throw something away. Clearly label all recycling and trash containers with appropriate labels.



Recycling containers should be placed wherever recyclable materials are generated.

- 5. Include staff and volunteers.** You've researched the options and have developed your recycling program, now determine who at the venue knows about the program? Getting support at the start from staff and volunteers is essential to achieving a positive outcome. These groups are the program's support system, so they must be onboard and willing to work to make the program successful.
- 6. Educate, educate, educate.** Education is the key to encourage your customers and employees to recycle. Use signs to clearly indicate locations of recycling bins, and provide instructions to facilitate and encourage recycling at your venue.
- 7. Monitor and evaluate your program.** Learn from experience. You will need this information when you set up your recycling program for next summer!

Speaking of outdoor areas how do I set up a recycling program at my pool?

All businesses, including pools in Montgomery County must have a recycling program in place. On-site technical assistance and guidance, as well as education and outreach is available to all pool managers through the DSWS SORRT Program (Smart Organizations Reduce and Recycle Tons). If your pool is operated by a community neighborhood association or by a privately owned business SORRT staff will be happy to share their expertise and work with business and pool management in regard to their particular situation and provide guidance on implementing a recycling program.

In addition to on-site technical assistance and guidance, SORRT provides training and educational materials such as posters, yers, and container labels that can be used as part of this recycling program. Remember, recycling is the law in Montgomery County.

Need more information? Contact us at 240-777-6400 or visit our Web site at www.montgomerycountymd.gov/recycling.

Education is key to the success of your recycling program.



Montgomery County Executive Regulation (ER)15-04AM requires all businesses to recycle. In addition, businesses and commercial property owners/managers must consistently educate their employees and customers about their recycling program to ensure its success. Educational materials are continually developed by DSWS to help spread the word about recycling and make the process easier for businesses and employees to comply.

The Right Guide for Your Business

When it comes to setting up a recycling program, no two businesses are exactly the same, and every business has needs and interests that differ greatly from businesses in different industries. Certainly a restaurant generates different items and employs different strategies to build an effective recycling program than a dental practice. To address this need, SORRT staff have developed sector-specific guides to help your business establish or enhance your recycling program. As you work to improve your recycling program, or if you are establishing a new recycling program, the Recycling Sector Guides can be useful tools, and provide helpful tips on how to reduce, reuse, and recycle wastes specific to your business type.

Currently, there are sector-specific guides available for medical and dental offices; restaurants; retailers; grocery stores; schools (public and private); construction and demolition businesses; home-based businesses; and hotel/hospitality businesses. To obtain copies of these guides or for more information, call 240-777-6400 or visit our Web site at www.montgomerycountymd.gov/recycling.

This just in...

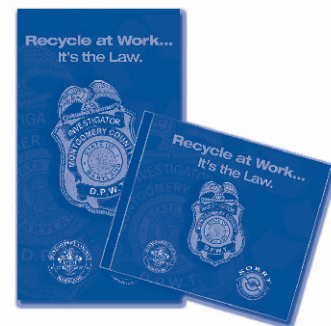
Commingled Materials Recycling Sticker. Since the term “commingled materials” can be confusing, the DSWS has created a sticker with photos that clearly shows acceptable types of commingled materials (plastic narrow-neck bottles, glass bottles and jars, aluminum cans and foil products, and steel and tin cans). The vinyl sticker is weatherproof so it can be placed on both indoor and outdoor recycling containers.



And revisiting an old favorite....

Business Recycling...It's the Law Video. This video was created to assist business owners, managers, and commercial property owners in educating and training their employees and tenants about Montgomery County's recycling requirements and how to recycle properly. Available in VHS or DVD format.

To get copies of these and other educational materials provided by the SORRT Program, call 240-777-6400 or visit www.montgomerycountymd.gov/recycling.



Focus On: Construction and Demolition Materials

Construction and demolition (C&D) material waste accounts for 22-28 percent of all municipal solid waste in the United States (U.S.). That's nearly 100 million tons of material annually, most of which can be recycled.

C&D waste consists primarily of six major materials:

- Concrete
- Asphalt
- Scrap metal*
- Clean untreated wood
- Land clearing debris (stumps, tree parts, and brush)
- Drywall

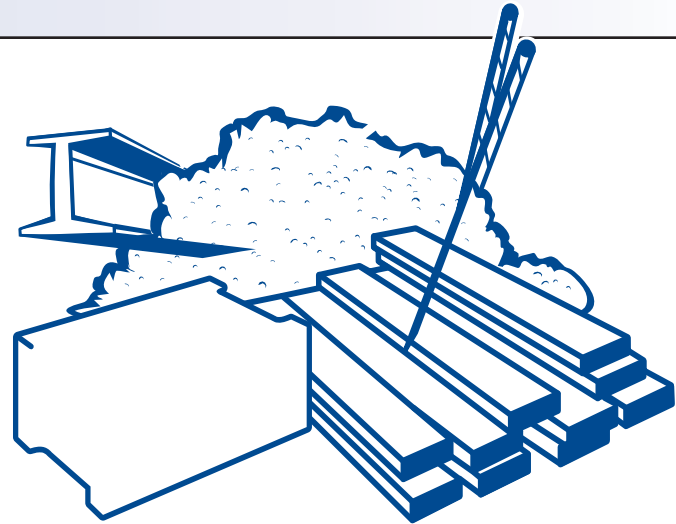
**Required recyclable material under Executive Regulation 15-04AM*

Currently, the majority of these materials are being recovered and processed into recycled-content products and successfully marketed in the U.S.

Reducing, reusing, and recycling are key components of green building construction practices. At the end of a building's life, demolition generates large amounts of materials that can be reused or recycled, principally wood, concrete and other types of masonry, and drywall. Green building construction practices can also include salvaging dimensional lumber from the project, using aggregates reclaimed from crushed concrete, or grinding drywall scraps for use on site as a soil amendment. Or instead of demolishing an entire building, consider "deconstructing" all or part of the structure. Deconstruction is the orderly dismantling of building components for reuse or recycling. In contrast to demolition, where buildings are knocked down and materials are either landfilled or recycled, deconstruction involves carefully taking apart portions of buildings or removing their contents with the primary goal being reuse. This can be as simple as stripping out cabinetry, fixtures, and windows, or as involved as manually taking apart the building frame.

Through careful planning, reusing and recycling of C&D materials can actually be more economical than disposal. The cost of transportation and disposing of C&D material is a significant expense, and reducing C&D waste can minimize disposal costs thus improving your bottom line. Many C&D materials can be salvaged and reused by you or others. Try to ensure that precise estimates are made before ordering and purchasing materials and that those materials are used for their intended task, and that accurate measurements are taken to prior to cutting materials to avoid excess scrap and end cuts. Research markets for reusable materials through material exchanges or other non-profit organizations, such as the Loading Dock in Baltimore or Frederick Non-Profit Building Supply. If you have extra wood, consider donating it to a reuse organization. To find local companies that accept building materials for reuse or recycling, call DSWS at 240-777-6400 or visit our Web site at www.montgomerycountymd.gov/recycling.

Recycling of C&D waste materials is a relatively new concept, although scrap metal recyclers have been around for years. As more and more emphasis is being placed on reducing the amount of waste for disposal and the demand for products containing recycled-content increases, developers and property owners are requesting reduction, reuse, and recycling of C&D waste more often.



Reducing,
reusing,
and recycling
are key
components
of GREEN
building
construction
practices.



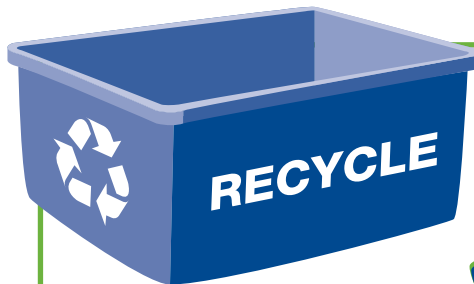
To join SORRT or learn more about business recycling, call Gabriela Monzon-Reynolds,
Program Manager for Montgomery County's SORRT Program.
240-777-6400 • 240-777-6442 (TTY) • 240-777-6465 (FAX) • E-mail: recycle@montgomerycountymd.gov

VISIT US AT OUR WEB SITE: www.montgomerycountymd.gov/recycling



Montgomery County Department of Public Works and Transportation
Division of Solid Waste Services
101 Monroe Street, 6th Floor • Rockville, MD 20850-2589





There's always time for recycling...



Recycling Checklist

Commercial properties and businesses must recycle the following materials if these products are generated:

MIXED OR SORTED PAPER



White Paper & Colored Paper



Cardboard, Boxboard, & Cereal Boxes



Newspaper & Inserts



Magazines & Catalogs



Telephone, Paperback, & Hardcover Books



Unwanted Mail & Envelopes
with or without windows



Shredded Paper &
All Other Clean, Dry Paper

COMMINGLED CONTAINERS



Glass Bottles & Jars



Aluminum Cans & Foil Products



Bi-Metal Food & Beverage Cans



Plastic Narrow-Neck Bottles
(The opening of the container must be
narrower than the body of the container.)



YARD TRIM

(Grass, Leaves, and Brush)



CHRISTMAS TREES



SCRAP METAL

Businesses are encouraged to voluntarily
recycle the following materials:

- Toner Cartridges
- Computers
- Electronics
- Pallets
- Batteries

www.montgomerycountymd.gov/recycling

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Montgomery County Division of Solid Waste Services
SOWT Program
Contact: Gabriela Monzon-Reynolds
101 Monroe Street, 6th Floor
Rockville, MD 20850
Important Contact Information
Division of Solid Waste Services
(240) 777-6400
(240) 777-6442 (tty)
(240) 777-6465 (fax)
www.montgomerycountymd.gov/recycling
e-mail: recycle@montgomerycountymd.gov
Recycling for Businesses
(240) 777-6400
Recycling for Multi-Family Properties
(240) 777-6400
County Transfer Station
(301) 840-2370
County Recycling Center
(301) 417-1433
This information is available in an alternate format by
calling Gabriela Monzon-Reynolds at (240) 777-6400.

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